

Job Title: Police Officer
Department: Police
Reports To: Sergeant, Lieutenant

Job Summary

To protect the lives and property of the citizens of College Station through the enforcement of federal, state, and municipal laws, codes, and ordinances.

Job Scope

Works under the general supervision of a police sergeant or lieutenant. May function as a patrol officer, traffic officer, criminal investigator, crime prevention officer, Field Training Officer, recruitment/training officer, **{warrant officer}**, or any other assignment as designated by the chief of police. Performs daily duties within the community oriented policing philosophy.

Principal Duties and Assignments

Any one position may not include all of the duties listed. The listed duties may not include all tasks, which may be found within a position in this class.

1. Patrols an assigned area by car, motorcycle, bicycle, or on foot to discourage crime.
2. Makes and assists in making criminal investigations.
3. Speaks to and works with various community groups to promote good public relations and inform citizens of police activities and crime prevention programs.
4. Conducts security checks on commercial buildings.
5. Conducts security checks on residences as requested.
6. Directs traffic.
7. Enforces traffic laws.
8. Investigates traffic accidents and unusual or suspicious conditions.
9. Responds to emergency calls (accidents, burglaries, prowlers, etc.) and takes appropriate action.
10. Prepares for and testifies in court on criminal and traffic cases.
11. Prepares and submits appropriate reports as required.
12. Answers citizen's questions concerning laws and city ordinances. Provides citizen assistance when appropriate.
13. Secures crime scenes and preserves evidence.
14. Guards and transports prisoners.
15. Serves civil and criminal papers.
16. Properly maintains vehicle, personal, and assigned departmental equipment.
17. Performs other duties as assigned.

Other Aspects of the Job

Associate degree or two years of college from an accredited college or university is preferred. High school graduation or GED required. Must possess a working knowledge of existing criminal and traffic codes. Must be prepared for and capable of dealing with violence directed at himself or others at all time. Must have knowledge of life saving and rescue procedures. Must be proficient in firearms and knowledgeable in self-defense techniques. Must have the ability to effectively use departmental computers. This position is one of high visibility and requires good personal grooming and hygiene habits. Must have the ability to make quick and accurate decisions. Must possess a Basic Peace Officer Certificate. Must complete a one-year probationary period after graduation from the departmental field-training program. Must possess a valid Texas driver's license.